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75-263

31 January 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
31 January 1975

1. STAFFING and PERSIGN I: Testing of STAFFING and PERSIGN I has been completed and the systems will go operational this weekend. This month there will be a last PCR from the old RCA 501 system as well as the Staffing Report from the new system. Since the personnel data for PERSIGN I comes from the old PSTAT and PERCON systems, the Staffing Report cannot be run until all of the RCA 501 final processing is complete. Also, the new report will be delivered two days later than the old.

2. Upward Mobility: We have had some discussions with the Civil Service Commission concerning the training course for our next Upward Mobility Group (Hiring the Disadvantaged Program). We are hoping for 20 EOD's, and our contacts at the Commission are considering streamlining last year's four-week course into a three-week course. Some of the motivation for this streamlining stems from the belief that during the four-week course time tended to drag for the participants.

3. Summer Intern Program: Fifty applicants have been accepted for the 1975 Summer Intern Program. Of these, 11 are returning from last summer.

4. Co-op Program:

a. The Associate Co-op Coordinator of the Agency visited the four co-op students assigned to the [REDACTED]. The co-ops were pleased with their assignment and the supervisors were pleased with the performance of the co-ops. They work under a tight cover arrangement because of the location of the laboratory. This, combined with the nature of the work, made quite an impression on them -- especially the three co-ops who were on their first work assignments.

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b. Mr. William Hitch, the Associate Co-op Coordinator at Georgia Tech, visited the Agency on 30 January. In addition to talking with the CIA co-op coordinators, he interviewed the six Georgia Tech co-ops on duty and their supervisors.

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5. Recruitment:

a. [REDACTED] reported an interesting unsolicited comment concerning the Agency's image with students in his area. At Texas State Technical Institute, a two-year technical and trade school in Waco, a faculty member told him that their electronic technology students were much less interested in the Agency because they believe the functions they would be performing are those being reported on in both the Watergate stories and the most recent revelations.

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b. On 23 January, [REDACTED] was interviewing applicants at the University of North Carolina. One individual, who seemed to [REDACTED] to be especially suited for DDO, was interviewed at some length, and the discussion was limited entirely to DDO activities because of time limitations. As the applicant rose to leave, [REDACTED] noted for the first time that he was carrying a tape recorder. The applicant, apparently noting [REDACTED] look of surprise, said, "Don't worry, I didn't record anything." Unable to verify the statement without requesting a playback (which seemed inadvisable), [REDACTED] simply nodded and said goodbye. (For the Record.)

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6. Clerical Recruitment: On 28 January, Chief, Clerical Recruitment Branch, conducted 47 interviews at James Rumsey Technical Institute in Martinsville, West Virginia. Forty-three of the 47 applicants were clerk-typists or clerk-stenos.

7. Telephone Directory: Positive steps are being taken by DOMC/OC and the CEMLOC Project with cooperation from Printing Services Division to bring forth the new CIA Combined Telephone Directory. Copies should be distributed during the first part of March.

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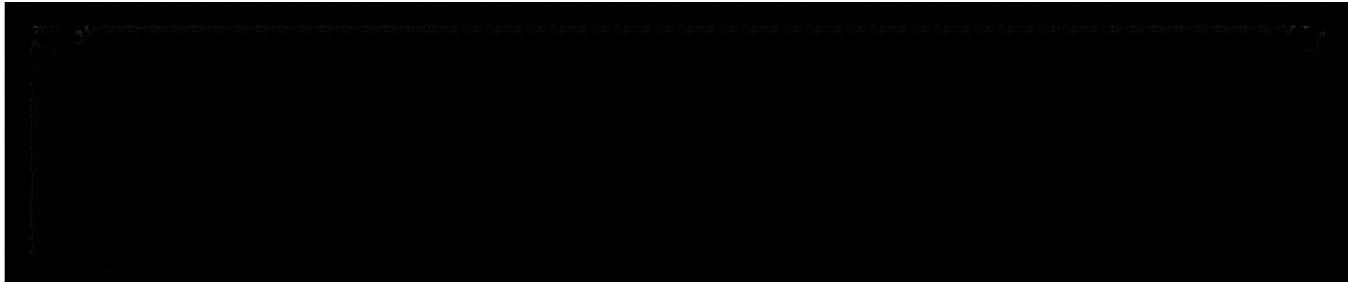
8. PDP: [REDACTED] Chief, Review Staff, and [REDACTED] OTR, briefed the DDI Personnel Officers' Meeting and a special group of DDO personnel management officers on Part II of PDP, the Development Profiles.

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Coming Events

1. Work begins on Manpower Control System 2 next Monday. Formerly envisioned as PERSIGN 2, the scope of the project has been enlarged to include contract processing, fitness report processing and GAP (general archives project) as well as PERSTEP. Although the delivery date will be delayed, the enlarged scope will reduce the overall effort that would be required to bring these systems up separately. Inclusion of GAP is the best news of all because it will provide the historical data base so vitally needed by management for analyzing trends and making projections.

2. Arrangements have been made for Protestant and Catholic religious services to be held in the auditorium on Ash Wednesday, 12 February 1975, and Good Friday, 28 March 1975. The Catholic service will be conducted by Father Jules Claes at 11:00 a.m. The Protestant service will be conducted by the Reverend Douglas Langholz at 12:30 p.m.

3. The quarterly orientation briefing for the new co-op students<sup>25X1A</sup> will be held Thursday morning, 6 February. In addition to [REDACTED] usual briefing, we are having two former co-ops speak of their experiences as co-ops and now as staff employees. We hope to generate a discussion of problems encountered by co-ops and how to solve them.

4. Major General H. I. Hayward from the Office of the Deputy Chief of Staff of Personnel, Department of the Army, has accepted an invitation to address members of the Agency's Military Reserve Unit on Monday, 3 February 1975. He will speak on the subject, "The All Volunteer Concept." The meeting will be conducted in the auditorium and will start at 1745 hours.

(Signed) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

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